

**INSTRUCTIONS  
FORM 4  
ORDER OF CONTINUING LIEN (EARNINGS)**

**WARNING !**

*ALL PARTIES TO A GARNISHMENT ARE STRONGLY URGED TO OBTAIN LEGAL ADVICE FROM AN ATTORNEY. Garnishment procedures are governed by Arizona law and are extremely complicated. All parties involved must follow these laws and procedures correctly. The Court may issue an order for monetary penalties against any party who does not proceed properly, including the judgment creditor.*

**USE FORM 4 IF:**

- You are the judgment creditor or you represent the judgment creditor.
- You are seeking to collect a money judgment from a third party who owes or will owe earnings to the judgment debtor within the next 60 days.

**TO COMPLETE FORM 4 YOU WILL NEED:**

- Information on the Writ and Summons (Earnings).

**HOW TO COMPLETE FORM 4:**

**TYPE OR PRINT NEATLY USING BLACK INK.** Match each numbered item in the instructions with the same numbered item on the Order of Continuing Lien.

*Lines 1 through 7 are known as the **caption**. You must complete this portion if not already filled in.*

(1), (2) or (3) Check the appropriate box that identifies the Court in which you are filing this Order of Continuing Lien, which will be the same Court in which you are filing your Application for Order of Continuing Lien.

- (1) If you checked this box, type or print the name of the Justice Court precinct in which you are filing the Order of Continuing Lien and the name of the county in which the Court is located.
- (2) If you checked this box, type or print the name of the city or town in which you are filing the Order of Continuing Lien and the name of the county in which the Court is located.
- (3) If you checked this box, type or print the name of the county in which the Court is located.
- (4) Type or print the name, mailing address and, if known, the phone number of the petitioner/plaintiff on the judgment or order you are seeking to collect and indicate whether that person is the judgment creditor or judgment debtor in the garnishment proceeding.
- (5) Type or print the name, mailing address and, if known, the phone number of the respondent/defendant on the judgment or order you are seeking to collect and indicate whether that person is the judgment creditor or judgment debtor in the garnishment proceeding.
- (6) Type or print the name, mailing address and, if known, the phone number of the person or company (garnishee) that owes or will owe earnings to the judgment debtor that you are seeking to collect in this lawsuit. Include the name of the garnishee's attorney, if known.
- (7) Type or print the case number appearing on the Writ.

**DO NOT FILL IN ANY UNNUMBERED BLANKS. THE JUDICIAL OFFICER WILL COMPLETE THE REMAINING ITEMS.**

**WHEN YOU HAVE COMPLETED THE ORDER OF CONTINUING LIEN:**

- ✓ Follow the steps on the Process Checklist.